

SUA 106C

Instructions

Contents

Using the computer	2
Using the document camera (ELMO)	3
Using the laptop connection.....	4
Using DVD/VCR player	5
Software configuration.....	6
Software configuration.....	7
Procedures	8
Procedures	9
FAQ	10
Blank page	11

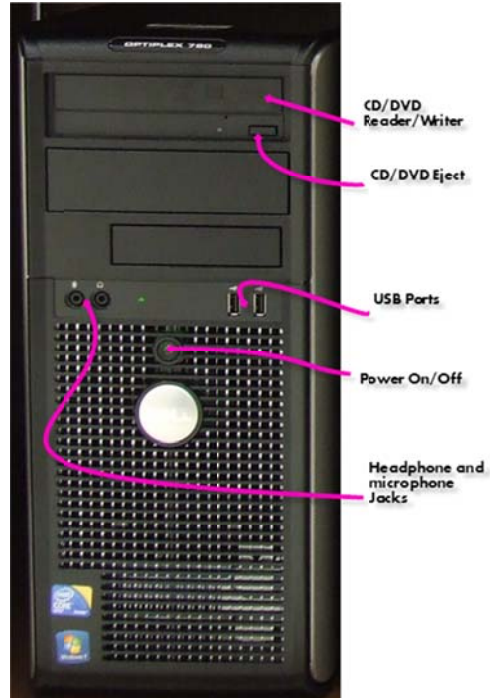
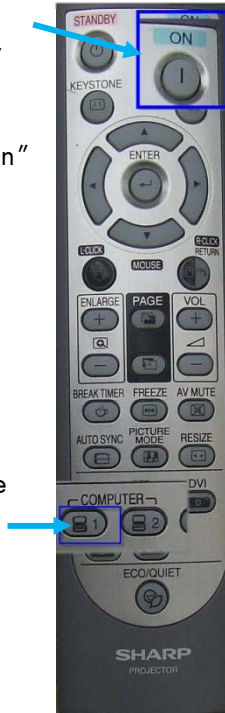


Computer

Directions

1. Power on projector by pressing the projector remote's "On" button while pointing it towards the projector.
2. Press Computer 1 on the projector remote while pointing it towards the projector.

Projector Remote



Tips

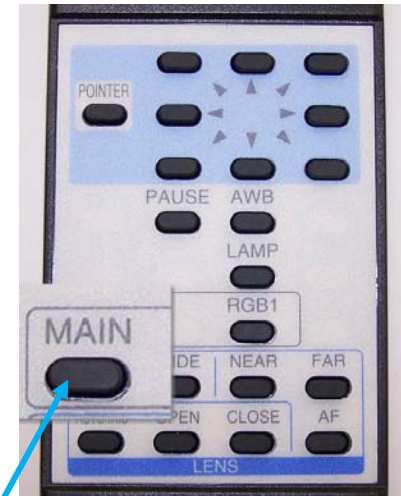
- If the computer does not display after performing steps 1-2, check to make sure that the computer is on.
- Use the wireless keyboard and mouse to control the computer from anywhere in the room.



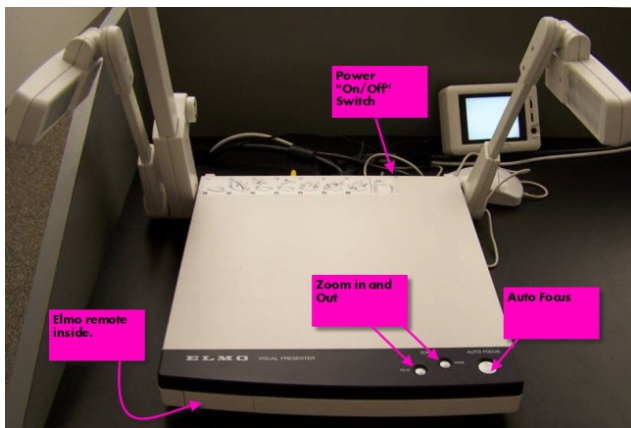
Elmo

Directions

1. Power on projector by pressing the projector remote's "On" button while pointing it towards the projector.
2. Press Computer 2 on the projector remote while pointing it towards the projector.



5. Press "Main" on the Elmo remote.

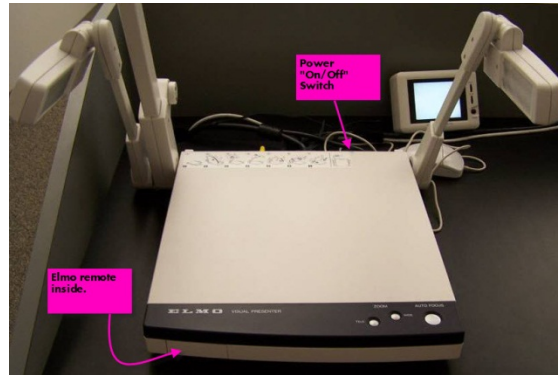


3. Flip the power on/off switch on the back of the Elmo to power it on.
4. Remove the Elmo remote from its compartment (location shown above).

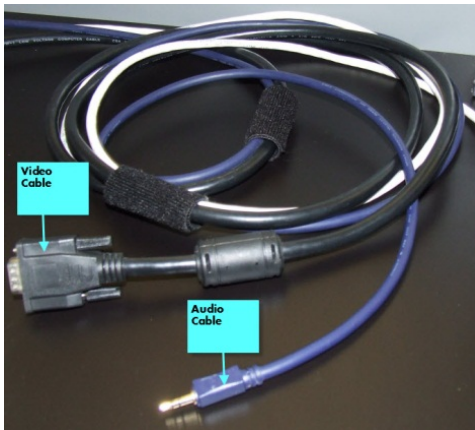
Laptop

Directions

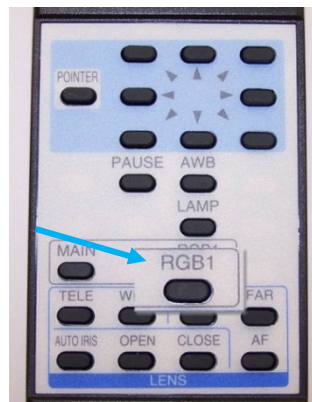
1. Power on projector by pressing the projector remote's "On" button while pointing it towards the projector.
2. Press Computer 2 on the projector remote while pointing it towards the projector.



4. Flip the power On/Off switch on the back of the Elmo to power it on.
5. Remove the Elmo remote from its compartment (location shown above).



3. Connect the provided VGA and audio cables to your laptop.

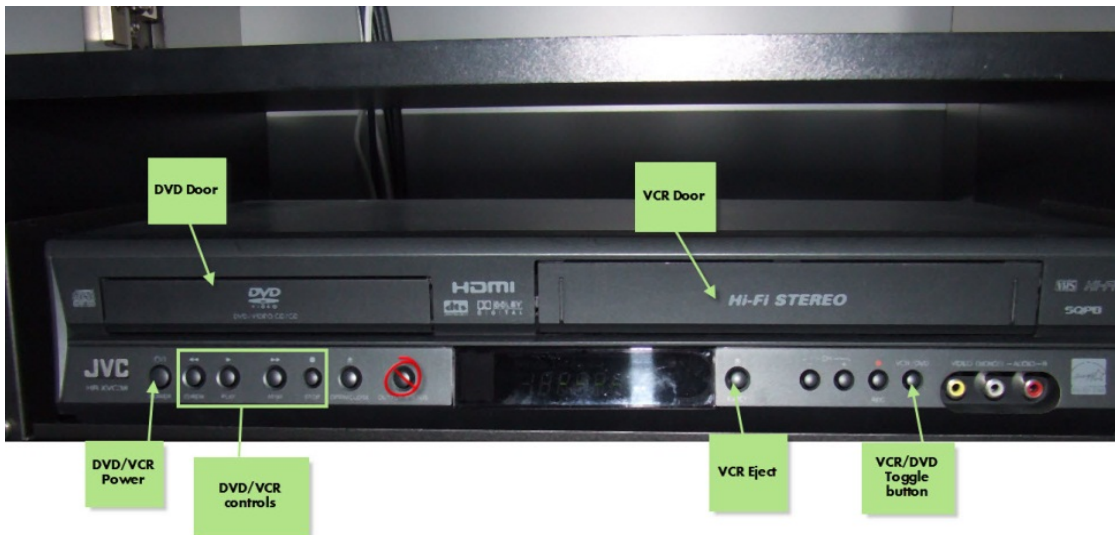


6. Press "RGB 1" on the Elmo remote.

VCR/DVD Player

Directions

1. Press the "On" button on the projector remote while pointing it towards the projector to power it on.
2. Press "S-Video" on the projector remote while pointing it at the projector.
3. Press the VCR/DVD player power button.
4. Insert your media into the appropriate outlet.
5. Push the VCR/DVD toggle button to select the appropriate media player.
6. Press play, and use the VCR/DVD player controls to navigate the VCR tape or DVD options.
7. Use projector remote's volume buttons to adjust the volume.



Software Configuration



Adobe Tools

- Adobe Master Collection (InDesign, Illustrator, Photoshop, Dreamweaver).
- Adobe Technical Communication Suite (Captivate, RoboHelp).

Internet Tools & Sites

- Blackboard: is used to access online courses.
- BOSS: allows students to access their admission, registration, and academic records (transcripts) as well as manage UALR IT systems accounts.
- Filezilla: FTP client, allows you to transfer files between websites and PCs running Windows.
- Firefox: a web browser.
- Google Chrome: a web browser.
- Google Earth: offers maps and satellite images for complex or pinpointed regional searches.
- Internet Explorer: a web browser.
- Kompozer: a web authoring system.
- LockDown Browser: a browser that locks down the testing environment in Blackboard.
- Notepad++: a free source code editor.
- Safari: a web browser.
- Skype: make free calls over the internet.
- UALR Email: receive official university communication.
- UALR Library: search UALR library holdings.
- XPS Viewer: converts XPS to PDF.

Microsoft Office 2010

- Access lets you build, edit, and explore databases.
- Excel is a data manipulation (“spreadsheet”) program.
- InfoPath provides and creates forms that export data into XML.
- PowerPoint is a presentation program.
- Word is the ubiquitous word processor.

Multimedia Tools

- Adobe Acrobat Reader: view files in PDF format.
- Avidemux: video editor.
- Audacity: audio editor/recorder
- FlipVideo: create and edit Flip video files.
- iTunes: audio/video player
- Nero: create or copy CDs and DVDs
- Power DVD player: audio/video player
- Silverlight: website development tool
- VideoLan Client (VLC player): audio/video player
- Windows Media Classic: play RealMedia files without installing RealPlayer.
- Windows Media: audio/video player
- Windows Movie Maker helps you create and edit Windows video files.
- WinFF: Video converter

Other Tools

- SnagIt is a screen capture tool.
- FileZilla is an open source FTP (file transfer protocol) program.
- WinZip creates and opens Zip (and other) compressed files.

Procedures

Tips

- Make sure students log in to the Students domain.
- Use BOSS to change forgotten or locked passwords.
- Print duplex to save paper.
- Press the "Black Screen" button on remote to hide the display.
- Mute/adjust sound.
- Press and hold power button to restart locked computers.
- Hold down Shift key when inserting CDs or flash drives.

Housekeeping

- Clean up after your class
- Conserve paper & toner
- Use recycling bins
- Submit Support Request Forms for
 - Paper & Toner
 - Supplies
 - Questions
 - Problems
 - Special Requests

Keeping things running

Student handout provides most rules.

- Leave food/drink outside.
- Put nothing on walls or doors.
- Make sure you and students log off.
- Keep me in the loop.
- Remember this isn't a lab.
- Take care of your data.
- Don't expect me to play favorites.

Working together

- Troubleshooting problems
 - Reboot
 - Move student
 - Submit Support Request
- Planning ahead
 - Discuss need with me well in advance (at least two weeks).
 - Try out ideas before class.

- Looking to the future
 - Have regular check-ups.
 - Use long-term and strategic planning.

Shut down procedures:

1. Log off of the computer.
2. Turn the document camera off.
3. Turn monitor off.
4. Turn projector off.

Getting help

- Complete Support Request form.
- **Call the AHSS Learning Technology Center support line at 569-3134.**
- Stop by my office (SUA 106B).
- For questions or comments, contact Chad Garrett (ahssltc@ualr.edu or 569-3134) or
- Talk to my staff

AHSS CLASSROOM TECHNOLOGY FREQUENTLY ASKED QUESTIONS

Keypad Codes

- Q. Which doors will my code open?
- A. If you are part of the faculty/staff of an AHSS academic department, your code will open all of the department's priority rooms in addition to any other rooms to which you are assigned. If you are an adjunct, your code will open only the rooms to which you are assigned.
- Q. I've been assigned to teach in a different room this semester. Will I be given a new code?
- A. No, your code does not change with a new room assignment (as long as it's an LTC room. Please see our portfolio: <http://ualr.edu/ltcinsider/index.html>).

Computer

- Q. I'm locked out of the computer because someone didn't log out.
- A. Press and hold the computer's start button for five seconds until the computer shuts down. Then restart.
- Q. I can't remember my FACSTAFF login?
- A. Have one of your students log in under his or her student account. Log into BOSS and change your FACSTAFF password in the Personal Information section.

Projector

- Q. The projector is on, but all I see is a blank screen.
- A. The person before you might have pressed (depending on which room you're in) the "Black Screen" or "AV Mute" button on the remote. To return to normal viewing mode, press the "Black Screen" or "AV Mute" button on the remote.
- Q. I've placed a DVD (or VHS tape) in the combo player, but all I see is a blue screen with the manufacturer's logo.
- A. Make sure you've selected the correct input on the remote. In this case it's input 3.

Laptop

- Q. I've connected the VGA cable, but the laptop image will not project.
- A. Try pressing the function key "FN" + an "F" key to toggle video output. (FN+F8 for Dells). Check your laptop's operation manual.
- Q. My laptop is connected to the projector, but the image shows up fuzzy and skewed.
- A. Try adjusting your laptop's resolution to 1024X768.
- Q. I can't access UALR's wireless network on my laptop, even though I've previously been able to do so.
- A. Pressing the function key "FN" + an "F" key toggles wireless on and off.

DELL: FN+F2

Gateway: FN+F2

MacOSX: FN+F7

Or, if you're sure your laptop's wireless is on, type <http://blue1.ualr.edu>.

Document Camera

- Q. The zoom function doesn't seem to be working.
- A. Try turning the Document camera on and off. If this doesn't work, contact the Learning Technology Center.
- Q. The document camera is not displaying on the projection screen.
- A. Make sure you've selected the correct input. In this case it's input 1. Also, make sure that "Doc Cam" is selected on the switcher.

Software

If you find that software will not load or is running sluggishly, try the following:

1. Close other software programs .
2. Restart the software.
3. Restart the computer.

Training

- Q. Is training available? If so, when?
- A. Training is offered at the beginning of the fall and spring semesters. Check with your department's chair for a schedule, or call the Learning Technology Center.

Getting Help

We understand that you're busy, but contacting us directly when you need help results in the quickest turnaround. 569-3134.

Tips and Best Practices

- Attend Learning Technology Center's pre-semester training session. Even if you've attended in the past, the training sessions are a great opportunity to ask questions and refresh your memory after being away for the summer.
- Plan ahead. Call us to arrange a time to test media before your class. For example, if you're showing a DVD, test it in the room's player before your class, especially if the DVD is a copy. If you plan to access a website, try it before class.
- Download illustrations: http://ualr.edu/ltcinsider/classroom_illustrations.asp



Phone: 569-3134 Email: ahsslte@ualr.edu

Page intentionally left blank